



Field Types Explained: Configure User Profile Fields

Introduction

From the Admin side of the People application, you can [create new user profile fields](#).

These fields can then be chosen to display in different areas of the Intranet or not, depending on your aims.

When adding a new user profile field, there are various types available that are appropriate for certain types of data collection.

This guide will run through all types available and give an example of each that can be used to aid you in choosing the appropriate field for the outcome you desire.

Please note: You can choose to apply permissions to any of these fields to enable certain users/roles/groups to see them or update them. The ideas given for each field type in this guide are just examples of how they can be used without any permission restrictions. The most appropriate purpose for each, which best suits your company, will be up to you to decide upon and implement. Permissions can be applied to any fields you deem necessary to suit your best practices with employee information.

Getting started

Head to Applications > Admin > People > Configure user profile fields

Admin

Staff list

UTILITIES

Add a new user

Export users

Add/update from CSV file

CONFIGURATION

General configuration

Configure user profile fields

Configure Skills

Admin > People Control Panel

User licences

Licence limit Unlimited

Active users 53

Remaining users Unlimited

Extranet user limit Unlimited

Active extranet users 7

Remaining extranet users Unlimited

If required, more user licenses can be requested on our support portal

Request licences More details

Users

Power users

Roles

Groups

Password policy

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

First name, Surname

Photo	Full name	Job Title	Role	Group	Extranet area	Last time login	Royalty Percentage
	Alan Metcalfe	Sales Assistant	none	Company, Franchisor HQ, Onboarding, Sales	Primary Area	17-04-2025 17:17	
	Alison Kelly	Human Resources	none	Company, Human Resources	Primary Area	26-05-2020 15:45	

From this area (image below) you can see all the current user profile fields created in your Intranet (Green box)

You can change which of these appear in other sections of your site using the tabs on the right (Purple box)

Right now, we are going to add a whole new field, so will be clicking on the 'Add new field' button (Red Box)

Admin

Staff list

UTILITIES

Add a new user

Export users

Add/update from CSV file

Synchronize/Update users from user directory

CONFIGURATION

General configuration

Configure user profile fields

Configure Skills

Admin > People Control Panel > Configure user profile fields

Configure user profile fields

Title	Key	Type	Special view permissions	Special edit permissions	Action
ID	id	int	No	No	[icon]
Account state	intranetuser	varchar	No	No	[icon]
Username	username	varchar	No	No	[icon]
Password hash	password	varchar	No	No	[icon]
First name	firstname	varchar	No	No	[icon]
Surname	surname	varchar	No	No	[icon]
User code	user_code	varchar	No	No	[icon]
Company	company	varchar	No	No	[icon]
Job Title	job_title	varchar	No	No	[icon]
Email	emailad	varchar	No	No	[icon]
Notification method	notification_method	int	No	No	[icon]
Extranet area	ex_area_id	int	No	No	[icon]
Theme	skin	varchar	No	No	[icon]
Language	language	varchar	No	No	[icon]

+ Add new field

CHANGE FIELD LIST AND ORDER FOR

Main users list

"View profile" page

"Edit My profile" page

Advanced search form

Users list for people admin

"Edit profile" page in admin area

PERMISSIONS

Permissions for viewing fields

Permissions for editing fields

Field Types

From the 'add new field' screen, the type dropdown lists all fields available in Claromentis.

Admin

Staff list

UTILITIES

Add a new user

Export users

Add/update from CSV file

Synchronize/Update users from user directory

CONFIGURATION

General configuration

Configure user profile fields

Configure Skills

Admin > People Control Panel > Configure user profile fields > Field properties

Field properties

Title

Key

Type

Show as

Default value

Display this field on

This Key is the metadata field's internal name used in searching and user import. Key should contain only letters, numbers and "_"

String

Long text

Integer

Checkbox

Datetime

Date

Date (no year)

Select (options)

Multi-select

Reference to document

Hyperlink

User select

Indicator (text and image)

File upload

Image upload

Address

Depending on the type that is selected different options will be given in the 'show as' field.

This denotes how the field will appear to the user when being filled in.

Optional aspects to consider if appropriate for your field:

Default Value - The information entered here will appear in your field on the front end before a user types anything in. This can be a

helpful guide to show the user what kind of information they should be typing in.

Repeatable - Gives the option to add an extra field of the same configuration underneath the first instance on a profile. Up to 5 maximum for most field types. Helpful if you wish to add multiple hyperlinks to a profile, you can do so by repeating the field rather than creating a whole new one.

Visible even if no value - If selected, your field will appear in the areas chosen even if nothing has been typed into it.

Mandatory - A red asterisk will appear next to this field, and the user must fill it in otherwise they cannot save their profile page. Useful for important information that every user can add to their profile.

Display this field on - You can choose any combination of Intranet areas listed that your field is going to show on by ticking the boxes.

For each field type listed in this guide, there is an accompanying image (click to enlarge)

In each visualisation, the numbers denote:

1. Configuration of the field when in 'add new field area'
2. How the field type appears to the user filling it in on their profile
3. How the field appears on the user profile from the front end

- String

Used for text based inputs and likely the most commonly used field type on user profiles.

The options for showing this on the front end are as a single line, a small text area or a medium text area.

The one you select will depend on how much information you want/require the user to type into the field.

e.g. Use the string field to allow users to enter their own address.

This likely requires more than one line of data entry so you can set this to display as a medium text field giving the user more room to enter their details.

1

Admin / People Control Panel / Configure user profile fields / Field properties

Title Address

Key address_text

This Key is the metadata field's internal name used in searching and user import.
Key should contain only letters, numbers and "_"

Type String

Show as Medium Textarea

Default value

☐ Repeatable☒ Visible even if no value☐ Mandatory

Display this field on

☒ "View profile" page☒ "Edit My profile" page☒ "Edit profile" page in admin area☐ Main users list☐ Users list for people admin☒ Advanced search form

Field visibility

☒ Standard ☐ Special ☐ Advanced

No permissions, usual field visible to everyone according to configuration.

Save changes

2

Address

Suites 1 & 2,
6th Floor Vantage Point,
New England Rd,
Brighton,

People / Profile



Claromentis Administrator

System Administrator



HR Tool

Profile

Thanks (0)

3

Address

Suites 1 & 2,
6th Floor Vantage Point,
New England Rd,
Brighton,
BN1 4GW

Endorsements

No endorsements yet

- Long text

This field type allows text based input that is best suited to fields that desire longer passages of text as answers.

The 'show as' options here are a small, medium or large text area dependant on how long you wish users responses to be.
e.g. Use the long text field to allow users to freely write about their career details or interests.

1

Admin / People Control Panel / Configure user profile fields / Field properties

Title

Key

This Key is the metadata field's internal name used in searching and user import.
Key should contain only letters, numbers and "-"

Type

Show as

Small Textarea

Medium Textarea

Large Textarea

Default value

☐ Repeatable
☐ Visible even if no value
☐ Mandatory


Display this field on ☒ "View profile" page
☒ "Edit My profile" page
☒ "Edit profile" page in admin area
☐ Main users list
☐ Users list for people admin
☐ Advanced search form

Field visibility ☒ Standard ☐ Special ☐ Advanced
No permissions, usual field visible to everyone according to configuration.

2

Career details

People / Profile

 **Claromentis Administrator**
System Administrator

[Profile](#) [Thanks \(0\)](#)

Address	Suites 1 & 2, 6th Floor Vantage Point, New England Rd, Brighton, BN1 4GW	Endorsements	No endorsements yet
Landline	+44 0800 409 6101	Career details	<p>Sed ipsum purus, cursus quis mauris a, accumsan sodales quam. Morbi pellentesque lacinia velit, sit amet aliquam ipsum laoreet quis. Etiam et dolor eu libero mollis vestibulum. Vivamus fermentum metus magna, in laoreet sem suscipit vehicula. Praesent sed felis at metus placerat maximus et at purus. Phasellus varius hendrerit tincidunt. Maecenas ac risus vitae magna suscipit aliquet. Nam non massa in nulla dignissim varius at at quam. Duis semper non dui a ornare. Suspendisse sit amet turpis dui. Nunc bibendum quis massa sed tincidunt. Cras quis gravida felis. Mauris id leo nec quam varius lobortis a non lorem. Duis vel odio interdum eros porta laoreet. Suspendisse augue lorem, pellentesque ornare erat at, dignissim accumsan lorem.</p>
Preferred contact method	Email		
LinkedIn	claromentis-ltd		
Twitter	claromentis		

This field type allows numerical characters to be entered only.

The sole option for display on the front end is for a single line of text input.

e.g. Use this field type to hold each user's employee number

(You could also use a string type field to achieve this if special characters are required in the employee number and not strictly numerical values)

1

Admin / People Control Panel / Configure user profile fields / Field properties

Title

Key
This Key is the metadata field's internal name used in searching and user import.
Key should contain only letters, numbers and "_"

Type

Show as

Default value

☐ Repeatable
☐ Visible even if no value
☒ Mandatory


Display this field on
☒ "View profile" page
☒ "Edit My profile" page
☒ "Edit profile" page in admin area
☐ Main users list
☒ Users list for people admin
☐ Advanced search form






Field visibility
☒ Standard ☐ Special ☐ Advanced
No permissions, usual field visible to everyone according to configuration.

2

Employee Number*

People / Profile

**Claromentis Administrator**
System Administrator

[Profile](#) [Thanks \(0\)](#)

Employee Number 856292 **3**

Address Suites 1 & 2,
6th Floor Vantage Point,
New England Rd,
Brighton,
BN1 4GW

Endorsements
No endorsements yet

Career details
Sed ipsum purus, cursus quis mauris a, accumsan sodales quam. Morbi
pellentesque lacinia velit, sit amet aliquam ipsum laoreet quis. Etiam et
dolor eu libero mollis vestibulum. Vivamus fermentum metus magna, in

- Checkbox

This field type is a box that can be selected (ticked) or deselected (blank) by users in response to what the field name is asking of

them.

A ticked box will appear as a 'yes' on the front end and a deselected box as a 'no'

e.g. Use this field type to promote whether a user is available for weekend work

1

Admin / People Control Panel / Configure user profile fields / Field properties

Title

Key

This Key is the metadata field's internal name used in searching and user import.
Key should contain only letters, numbers and "-"

Type

Show as

Default value ☐

☐ Repeatable

☐ Visible even if no value

☐ Mandatory

Display this field on

☒ "View profile" page

☒ "Edit My profile" page

☒ "Edit profile" page in admin area

☐ Main users list

☐ Users list for people admin

☐ Advanced search form


Field visibility ☒ Standard ☐ Special ☐ Advanced






No permissions, usual field visible to everyone according to configuration.

2

Available for weekend work? ☒

People / Profile

 **Claromentis Administrator**
System Administrator

[Profile](#) [Thanks \(0\)](#)

Employee Number	856292	Endorsements	No endorsements yet
Address	Suites 1 & 2, 6th Floor Vantage Point, New England Rd, Brighton, BN1 4GW	Career details	Sed ipsum purus, cursus quis mauris a, accumsan sodales quam. Morbi pellentesque lacinia velit, sit amet aliquam ipsum laoreet quis. Etiam et dolor eu libero mollis vestibulum. Vivamus fermentum metus magna, in laoreet sem suscipit vehicula. Praesent sed felis at metus placerat maximus et at purus. Phasellus varius hendrerit tincidunt. Maecenas ac risus vitae magna suscipit aliquet. Nam non massa in nulla dignissim varius at at quam. Duis semper non dui a ornare. Suspendisse sit amet turpis dui. Nunc bibendum quis massa sed tincidunt. Cras quis gravida felis. Mauris id leo nec quam varius lobortis a non lorem. Duis vel odio interdum eros porta laoreet. Suspendisse augue lorem, pellentesque ornare erat at, dignissim accumsan lorem.
Landline	+44 0800 409 6101		
Available for weekend work?	Yes 3		
LinkedIn	claromentis-ltd		
Twitter	claromentis		

- Date time/Date/ Date (no year)

These three fields will all appear as date pickers on the front end, so for this field type, only images 2 & 3 will be given.

The granular configuration of each is slightly different based on what information they will require to be entered.

- Date time will ask the user to select a date, but also enter a time, e.g. when a qualification was gained (likely used in conjunction with another field above it)

The screenshot shows a form with several fields: 'Interests' (a text area with placeholder text), 'LinkedIn' (a text input with 'claromentis-ltd'), 'Twitter' (a text input with 'claromentis'), and 'Certified date of qualification' (a date and time picker). The date picker is open, showing a calendar for November 2019 with the date 27-11-2019 selected. A time dropdown menu is also open, showing options from 01:00 to 03:00 in 30-minute increments, with 02:00 selected. A blue circle with the number '2' is next to the time dropdown. Below the form, a purple button labeled 'Update My Profile' is visible. A blue circle with the number '3' is next to the 'Certified date of qualification' field. Below the form, a summary box shows 'Certified date of qualification' as '27-11-2019 02:00'.

- Date will ask the user to select a date, and the year will also show on the front end, e.g. use this to show a user's start date at the company

The screenshot shows a form with several fields: 'Date of Birth' (a date picker), 'Interests' (a text area with placeholder text), 'LinkedIn' (a text input with 'claromentis-ltd'), 'Twitter' (a text input with 'claromentis'), and 'Date Started' (a date picker). The date picker is open, showing a calendar for November 2019 with the date 21-11-2019 selected. A blue circle with the number '2' is next to the date picker. Below the form, a purple button labeled 'Update My Profile' is visible. A blue circle with the number '3' is next to the 'Date Started' field. Below the form, a summary box shows 'Date Started' as '21 November 2019'.

- Date (no year) offers a date to be selected, but the year will not show on the front end ever, e.g. useful to log users' birthdays but not reveal their age to other users

The image shows a user profile form with the following fields: Mobile, Interests, LinkedIn, Twitter, and Date of Birth. A date picker overlay is open for the Date of Birth field, showing the month of February. A callout box with a green circle containing the number 2 points to the date picker. Below the form, a green circle with the number 3 points to a separate box that displays 'Date of Birth 7 Nov'.

February						
Mo	Tu	We	Th	Fr	Sa	Su
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	1	2	3	4	5	6
7	8	9	10	11	12	13

Date of Birth 7 Nov

- **Select (options)**

This field type allows several answers to be entered in response to the field name prompt.

A user selects one of these, which then appears on the front end.

The 'show as' options are for answers to display in a drop-down or as radio buttons when a user is making their choice.

Regardless of the design option chosen, the answer will appear in the same format on a user's profile from the front end.

e.g. Use this field type to confirm a user's preferred contact method

1


Admin / People Control Panel / Configure user profile fields / Field properties

Title Preferred contact method

Key usr_pref_contact

This Key is the metadata field's internal name used in searching and user import.
Key should contain only letters, numbers and "_".

Type Select (options)

Show as Select 

Values Call Landline
Call Mobile
Email
In-System Message

Insert available options, separated by a new line.
[Click here to modify select values, also updating objects with a value already set.](#)

Default value

☐ Repeatable
☐ Visible even if no value
☐ Mandatory

Display this field on ☒ "View profile" page
☒ "Edit My profile" page
☒ "Edit profile" page in admin area
☒ Main users list
☐ Users list for people admin
☒ Advanced search form

Field visibility ☒ Standard ☐ Special ☐ Advanced
No permissions, usual field visible to everyone according to configuration.

Save changes

2






Date of Birth -- None --
Call Landline
Call Mobile
Preferred contact method ☒ Email
☐ In-System Message
☐ Skype

Or


Preferred contact method ☐ -- None -- ☐ Call Landline ☐ Call Mobile ☒ Email ☐ In-System Message ☐ Skype

People / Profile

Claromentis Administrator
System Administrator

[Profile](#) [Thanks \(0\)](#)

Employee Number	856292	Endorsements	No endorsements yet
Address	Suites 1 & 2, 6th Floor Vantage Point, New England Rd, Brighton, BN1 4GW	Career details	Sed ipsum purus, cursus quis mauris a, accumsan sodales quam. Morbi pellentesque lacinia velit, sit amet aliquam ipsum laoreet quis. Etiam et dolor eu libero mollis vestibulum. Vivamus fermentum metus magna, in laoreet sem suscipit vehicula. Praesent sed felis at metus placerat maximus et at purus. Phasellus varius hendrerit tincidunt. Maecenas ac risus vitae magna suscipit aliquet. Nam non massa in nulla dignissim varius at at quam. Duis semper non dui a ornare. Suspendisse sit amet turpis dui. Nunc bibendum quis massa sed tincidunt. Cras quis gravida felis. Mauris id leo nec quam varius lobortis a non lorem. Duis vel odio interdum eros porta laoreet. Suspendisse augue lorem, pellentesque ornare erat at, dignissim accumsan lorem.
Landline	+44 0800 409 6101		
Preferred contact method	Email 		
Available for weekend work?	Yes		
LinkedIn	claromentis-ltd		
Twitter	claromentis		

- Multi-select (options)

This field type allows several answers to be entered in response to the field name prompt (as with the select field above)

However, with this field type, the user can select multiple responses to appear on the front end.

The 'show as' options are for answers to display in a list (multi-select) or as checkboxes.

Regardless of the design option chosen, the answers will appear in the same format on a user's profile from the front end.

e.g. Use this field type to confirm which locations a user is available to work at

1

Admin / People Control Panel / Configure user profile fields / Field properties

Title

Key

This Key is the metadata field's internal name used in searching and user import.
Key should contain only letters, numbers and "_"

Type

Show as

Values

London

York

Brighton

Crawley

Insert available options, separated by a new line.

Default value

☐ Repeatable

☐ Visible even if no value

☐ Mandatory

Display this field on

- ☒ "View profile" page
- ☒ "Edit My profile" page
- ☒ "Edit profile" page in admin area
- ☐ Main users list
- ☒ Users list for people admin
- ☐ Advanced search form

2

Branch locations available to work for

London

York

Brighton

Crawley


Southend

or

Branch locations available to work for


- ☒ London
- ☐ York
- ☒ Brighton
- ☒ Crawley
- ☐ Southend


People / Profile





Claromentis Administrator


System Administrator











[Profile](#) [Thanks \(0\)](#)

Address	Suites 1 & 2, 6th Floor Vantage Point, New England Rd, Brighton, BN1 4GW
Landline	+44 0800 409 6101
Preferred contact method	Email
LinkedIn	claromentis-ltd
Twitter	claromentis
Branch locations available to work for	London, Brighton, Crawley

3

- Reference to document

This field type offers a document picker for the user to select a file from the documents application, which appears on their profile.

This only comes in one 'show as' form, which is the picker box.

Once on a user profile from the front end, the blue 'i' when clicked will take the user to the document preview in the application and clicking the title will download the file.

Please note: if users don't have permissions to view the document, it cannot be selected, and any other user visiting the profile won't be able to download/see it without permissions either.

e.g. use this field type to attribute qualifications or certificates to a user's profile

1

Admin / People Control Panel / Configure user profile fields / Field properties


Title	First aid certificate accreditation
Key	first_aid_certificate_accreditation
	<small>This Key is the metadata field's internal name used in searching and user import. Key should contain only letters, numbers and "_"</small>
Type	Reference to document
Show as	Document Selector
	<input type="checkbox"/> Repeatable <input type="checkbox"/> Visible even if no value <input type="checkbox"/> Mandatory
Display this field on	<input checked="" type="checkbox"/> "View profile" page <input checked="" type="checkbox"/> "Edit My profile" page <input checked="" type="checkbox"/> "Edit profile" page in admin area <input type="checkbox"/> Main users list <input checked="" type="checkbox"/> Users list for people admin <input checked="" type="checkbox"/> Advanced search form
Field visibility	<input checked="" type="radio"/> Standard <input type="radio"/> Special <input type="radio"/> Advanced <small>No permissions, usual field visible to everyone according to configuration.</small>

2

First aid certificate
accreditation






Select document



People / Profile





Claromentis Administrator

System Administrator

 Profile
  Thanks (0)

Address	Suites 1 & 2, 6th Floor Vantage Point, New England Rd, Brighton, BN1 4GW
Landline	+44 0800 409 6101
Preferred contact method	Email
LinkedIn	claromentis-ltd
Twitter	claromentis
Branch locations available to work for	London, Brighton, Crawley
First aid certificate accreditation	  First_aid_cert

- Hyperlink

This field can only be displayed as a hyperlink, which is configured as a custom clickable title set to lead to a desired URL.

Once on a user profile from the front end, the title entered will take the user to the URL when clicked.

e.g. use this field type to allow user portfolios or published online content to be attributed to their profile for other users to engage with

1

Admin / People Control Panel / Configure user profile fields / Field properties

Title	<input type="text" value="Online Portfolio"/>
Key	<input type="text" value="online_portfolio"/>
	<small>This Key is the metadata field's internal name used in searching and user import. Key should contain only letters, numbers and "-"</small>
Type	<input type="text" value="Hyperlink"/>
Show as	<input type="text" value="Hyperlink"/>
Default value	<input type="text"/>

☐ Repeatable
☐ Visible even if no value
☐ Mandatory

Display this field on
☒ "View profile" page
☒ "Edit My profile" page
☒ "Edit profile" page in admin area
☐ Main users list
☐ Users list for people admin
☐ Advanced search form


Field visibility
☒ Standard ☐ Special ☐ Advanced
No permissions, usual field visible to everyone according to configuration.

Save changes






2


Online Portfolio


People / Profile



Claromentis Administrator
System Administrator

 Profile

 Thanks (0)

Address
Suites 1 & 2,
6th Floor Vantage Point,
New England Rd,
Brighton,
BN1 4GW

Endorsements
No endorsements yet

Landline +44 0800 409 6101

Preferred contact method Email

LinkedIn claromentis-ltd

Twitter claromentis

Branch locations available to work for London, Brighton, Crawley

Online Portfolio [Marketing Work](#)

3

- User Select

This field can only be displayed as a user picker, which allows another user with an Intranet profile to be selected and displayed.

The picker allows the user to type a name in and make a selection or click 'browse' to open a list and choose from it.

Once on a user profile from the front end, the user name entered becomes a link that leads to their profile.

e.g. use this field type to push an alternative contact for issues the original user cannot take on in their absence or if they cannot currently be reached.

1

Admin / People Control Panel / Configure user profile fields / Field properties

Title Alternative Contact

Key alternative_contact

This Key is the metadata field's internal name used in searching and user import.
Key should contain only letters, numbers and "_"

Type User select

Show as User picker

- ☐ Repeatable
- ☐ Visible even if no value
- ☐ Mandatory

- Display this field on
- ☒ "View profile" page
 - ☒ "Edit My profile" page
 - ☒ "Edit profile" page in admin area
 - ☐ Main users list
 - ☐ Users list for people admin
 - ☐ Advanced search form

Field visibility ☒ Standard ☐ Special ☐ Advanced

No permissions, usual field visible to everyone according to configuration.

Add new

2

Alternative Contact

Select user ▲

Browse

alan

Alan
Metcalfe

People / Profile



Claromentis Administrator

System Administrator




Profile

Thanks (0)

Address

Suites 1 & 2,
6th Floor Vantage Point,
New England Rd,
Brighton,
BN1 4GW

Landline	+44 0800 409 6101
Preferred contact method	Email
LinkedIn	claromentis-ltd
Twitter	claromentis
Alternative Contact	Alan Metcalfe 

- Indicator (text and image)

This field type can be used to allow a user to make a selection from 5 options to demonstrate their feeling on the given metric.

Text is accompanied by an image that allows the user to make an informed selection.

e.g. Use this field type for work satisfaction or rate the relationship with a partner/client.

Within Claromentis, there are two default sets of text and images that will work to suit the two aims above, with images of smileys and stars, respectively.

The 'show as' options are as a select field or radio buttons.

Using radio buttons will ensure the image is displayed next to each option, whereas select is only text-based.

You can use the text given below to enter into the 'values' field for:

Smileys

Poor, /images/satisfaction/poor.png

Low, /images/satisfaction/low.png

Medium, /images/satisfaction/med.png

High, /images/satisfaction/high.png

Max, /images/satisfaction/max.png

Stars

one, /images/star/1.png

two, /images/star/2.png

three, /images/star/3.png

four, /images/star/4.png

five, /images/star/5.png

1

Admin / People Control Panel / Configure user profile fields / Field properties

Title

Key

This Key is the metadata field's internal name used in searching and user import.
Key should contain only letters, numbers and "-"

Type

Show as

Values

Insert available options, separated by a new line. Each option contains a text value and image URL after comma. For example: "Red,/images/default/red.gif"
[Click here to modify select values, also updating objects with a value already set.](#)

Default value

☐ Repeatable
☐ Visible even if no value
☐ Mandatory


Display this field on






- ☒ "View profile" page
- ☒ "Edit My profile" page
- ☒ "Edit profile" page in admin area
- ☐ Main users list
- ☐ Users list for people admin
- ☐ Advanced search form

2

Work Satisfaction ☐ -- None -- ☐ Poor ☐ Low ☐ Medium ☐ High ☐ Max

People / Profile

 **Claromentis Administrator**
System Administrator

[Profile](#) [Thanks \(0\)](#)































Address Suites 1 & 2,
6th Floor Vantage Point,
New England Rd,
Brighton,
BN1 4GW

Landline +44 0800 409 6101

Preferred contact method Email

LinkedIn claromentis-ltd

Twitter claromentis

Rating                              

Key

bio

This Key is the metadata field's internal name used in searching and user import.

Key should contain only letters, numbers and "-"

Type

File upload

Show as

File upload control

☐ Repeatable
 ☐ Visible even if no value
 ☐ Mandatory

Display this field on

☒ "View profile" page
 ☒ "Edit My profile" page
 ☒ "Edit profile" page in admin area
 ☐ Main users list
 ☐ Users list for people admin
 ☐ Advanced search form

Field visibility

☒ Standard
 ☐ Special
 ☐ Advanced

No permissions, usual field visible to everyone according to configuration.

2


Bio

About Me.docx

Upload file






Remove file

People / Profile



Claromentis Administrator

System Administrator

Profile

Thanks (0)

Address

Suites 1 & 2,
6th Floor Vantage Point,
New England Rd,
Brighton,
BN1 4GW

Landline

+44 0800 409 6101

Preferred contact method

Email

LinkedIn

claromentis-ltd

Twitter

claromentis

Bio

About Me.docx

Endorsements

No endorsements yet

3

- Image upload

This field type allows an image from the user's personal computer or one stored in the documents application to display on their profile.

e.g use this field to allow users to upload images of their pets, families, sports clubs they are a part of or a favourite work-related image

1

Admin / People Control Panel / Configure user profile fields / Field properties

Title

Key

This Key is the metadata field's internal name used in searching and user import.
Key should contain only letters, numbers and "_"

Type

Show as

☐ Repeatable

☐ Visible even if no value

☐ Mandatory

Display this field on

☒ "View profile" page

☒ "Edit My profile" page

☒ "Edit profile" page in admin area

☐ Main users list

☐ Users list for people admin


☐ Advanced search form

Field visibility ☒ Standard ☐ Special ☐ Advanced

No permissions, usual field visible to everyone according to configuration.






2


My furry friend




Claromentis Administrator

System Administrator



 Profile

 Thanks (0)

Address
Suites 1 & 2,
6th Floor Vantage Point,
New England Rd,
Brighton,
BN1 4GW

Landline
+44 0800 409 6101

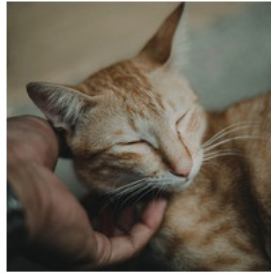
Preferred contact method
Email

LinkedIn
claromentis-ltd

Twitter
claromentis

Endorsements
No endorsements yet

My furry friend



3

- Address

This field type separates each part of an address (town/city, state/county, postcode/ZIP, country) into fields, which is called the 'show as' address input format.

This is an alternative field to use for addresses specifically.

You can use a string type field to allow addresses to be entered by users, as outlined earlier in this guide.

e.g. Use this field for a user's home address (rather than using a string field) or to add business address

1

[Admin](#) / [People Control Panel](#) / [Configure user profile fields](#) / Field properties

Title Address

Key address

This Key is the metadata field's internal name used in searching and user import.
Key should contain only letters, numbers and "_"

Type Address

Show as Address input

Default value

- ☐ Repeatable
☐ Visible even if no value
☐ Mandatory

- Display this field on
- ☒ "View profile" page
 - ☒ "Edit My profile" page
 - ☒ "Edit profile" page in admin area
 - ☐ Main users list
 - ☐ Users list for people admin
 - ☐ Advanced search form

Field visibility ☒ Standard ☐ Special ☐ Advanced

No permissions, usual field visible to everyone according to configuration.

2

Address

Address Line 1

Address Line 2


Town/City

County/State/Province

Postcode/ZIP


Country


People / Profile





Claromentis Administrator


System Administrator











HR Tool

Profile

Thanks (0)

Landline

+44 0800 409 6101

Preferred contact method

Email

LinkedIn

claromentis-ltd

Twitter

claromentis

Address

123, Fake Street
Brighton
BN1 XXX
England

Endorsements

No endorsements yet

3

Created on 20 January 2026 by [Hannah Door](#)

Tags: [create](#), [field](#), [profile](#), [type](#)